



STATE OF MICHIGAN

DEPARTMENT OF MANAGEMENT & BUDGET
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

MITCH IRWIN
DIRECTOR

April 20, 2005

ACQUISITION SERVICES LETTER NO. 123

TO: All Department and Agencies

SUBJECT: Year-End Purchasing Deadline

Acquisition Services has set the year-end deadline for departments to transmit requisitions for Purchase Orders to coincide with Acquisition Services Letter No. 119. Based on the time frames set forth in that letter, the year-end deadlines are as follows:

<u>Requisition Value</u>	<u>Year-End Deadline</u>
Under \$100,000	June 15, 2005
Between \$100,000 and \$1,000,000	May 16, 2005
Over \$1,000,000	May 2, 2005

The receipt of any requisitions after these dates may result in the inability to obligate funds for carry-over of purchase orders and blanket purchase orders.

In establishing these deadlines, it is understood that the requisitions will have passed through all approval paths and will have been received in the Acquisition Services ADPICS mailbox on or before the dates indicated. Requisitions must include complete specifications and/or work statements, and a signed AS-1, at the time of receipt in Acquisition Services.

If you have any questions regarding this letter, please contact Kristi Thompson, at 517/241-0919 or Tony Des Chenes at 517/335-1559.

Sean L. Carlson
Director, Acquisition Services

APPROVED:

Mitch Irwin
Director